

TRIPURA GAZETTE

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**PART--I-- Orders and Notifications by the Government of Tripura,
The High Court, Government Treasury etc.**

**GOVERNMENT OF TRIPURA
HOME (FIRE & EMERGENCY SERVICES) DEPARTMENT.
SECRETARIAT, TRIPURA, AGARTALA-799010**

No.F.AS(MISC)/TF & ES / 2021/9390

Dated, Agartala, the 2nd November, 2021.

NOTIFICATION

1. Fire Accidents normally result in serious injury for human and Livestock and also results in property damage. Fire-related incidents or misshaping are not always predictable and are often unexpected. Therefore, it is prudent and necessary for every owner or occupier of any building or premise to take all the required precautions to avoid fire accidents and get it vetted from appropriate authority by applying for Fire Safety Certificate from Home (Fire and Emergency Services) Department.
 2. To simplify the process and to bring more transparency in the process of obtaining 'Fire Safety Certificate (Fire NOC)' and for 'Renewal of Fire Safety Certificate' from the Home (Fire & Emergency Services) Department for the existing structures or buildings or premises, the Government of Tripura in Home (Fire & Emergency Services) Department has decided to introduce an online system for issuance of Fire NOC.
 3. The online system has been designed and developed under Tripura e-district portal (<https://edistrict.tripura.gov.in>) for issue of following certificates for the existing structures or buildings or premises by following due process and with due diligence.
In other words, there will be 3 (Three) services, which are as follows:
 - A. Fire Safety Advisory/Recommendation.
 - B. Fire Safety Certificate (Fire NOC).
 - C. Renewal of Fire Safety Certificate.
 4. Online system shall have the following features:
 - a) The applicant shall submit application online.
 - b) The concerned officials shall verify the application online. Field enquiry/ inspection, if required, shall be done by the designated authorized officer of Home (Fire & Emergency Services) Department. He shall upload the inspection/verification report online within stipulated period.
 - c) In case of receiving Fire Safety Recommendation, after completion of the installation of fire prevention & fire safety measures as recommended by the Authorized Fire Officer, the applicant shall submit online, the compliance report stating that corrective actions etc. have been taken and task completed in a foolproof manner as per recommendation of the Authorized Fire Officer.
 - d) The system will send SMS to respective applicant in major steps, in the process to update the status of the application.
 - e) The system will allow the applicant to track the status of his application.
 - f) The applicant shall not be required to get in touch with concerned authority physically.
 - g) The system will allow the applicant to download the finally approved certificate from the online portal.
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5. 3 (Three) online services

A. Name of Service: Fire Safety Advisory/Recommendation

List of Documents that are necessary for Fire Safety Advisory/Recommendation for different categories of Buildings or Premises are listed below:

(i) Residential Use (Height of Building more than 15 meter OR covered area more than 1000 Sq-Mt):

- a. Approved Existing Building Plans (Building Plan comprises Site Plan, Elevation, Floor Plans, Terrace Plan and Fire & Life Safety Measures Plans marked with red ink).
- b. Drawings of the inbuilt fire protection arrangements.
- c. Power of Attorney (if applicable).

(ii) Non-Residential Use (Height of Building up to 15 meter OR covered area more than 100 Sq-Mt and up to 500 Sq-Mt):

- a. Approved Existing Building Plans (Building Plan comprises Site Plan, Elevation, Floor Plans, Terrace Plan and Fire & Life Safety Measures Plans marked with red ink).
- b. Drawings of the inbuilt fire protection arrangements.
- c. Power of Attorney (if applicable).

(iii) Non-Residential Use (Height of Building more than 15 meter OR covered area more than 500 Sq-Mt):

- a. Approved Existing Building Plans (Building Plan comprises Site Plan, Elevation, Floor Plans, Terrace Plan and Fire & Life Safety Measures Plans marked with red ink).
- b. Drawings of the inbuilt fire protection arrangements.
- c. Power of Attorney (if applicable).

B. Name of Service: Fire Safety Certificate (Fire NOC)

List of Documents that are necessary for Fire Safety Certificate (Fire NOC) for different categories of Buildings or Premises are listed below:

(i) Residential Use (Height of Building up to 15 meter OR covered area up to 1000 Sq-Mt):

- a. Self-Certification (Affidavit by First Class Judicial Magistrate or at least Notarized).
- b. Photographs of Fire Fighting Equipments already installed.
- c. Power of Attorney (if applicable).

(ii) Residential Use (Height of Building more than 15 meter OR covered area more than 1000 Sq-Mt):

- a. Self-Certification (Affidavit by First Class Judicial Magistrate or at least Notarized).
- b. Photographs of Fire Fighting Equipments already installed.
- c. Power of Attorney (if applicable).

(iii) Non-Residential Use (Height of Building up to 8 meter and covered area up to 100 Sq-Mt):

- a. Self-Certification (Affidavit by First Class Judicial Magistrate or at least Notarized).
- b. Photographs of Fire Fighting Equipments already installed.
- c. Power of Attorney (if applicable).

(iv) Non-Residential Use (Height of Building up to 15 meter OR covered area more than 100 Sq-Mt and up to 500 Sq-Mt):

- a. Self-Certification (Affidavit by First Class Judicial Magistrate or at least Notarized).
- b. Photographs of Fire Fighting Equipments already installed.
- c. Power of Attorney (if applicable).

(v) Non-Residential Use (Height of Building more than 15 meter OR covered area more than 500 Sq-Mt):

- a. Self-Certification (Affidavit by First Class Judicial Magistrate or at least Notarized).
- b. Photographs of Fire Fighting Equipments already installed.
- c. Power of Attorney (if applicable).

C. Name of Service: Renewal of Fire Safety Certificate

List of Documents that are necessary for renewal of 'Fire Safety Certificate' for different categories of Buildings or Premises are listed below:

(i) Residential Use (Height of Building up to 15 meter OR covered area up to 1000 Sq-Mt):

- a. Self-Certification (Affidavit by First Class Judicial Magistrate or at least Notarized).
- b. Photographs of Fire Fighting Equipments already installed.
- c. Power of Attorney (if applicable).
- d. Latest Fire Safety Certificate (Fire NOC) issued from Home (Fire and Emergency Services) Department.

(ii) Residential Use (Height of Building more than 15 meter OR covered area more than 1000 Sq-Mt):

- a. Self-Certification (Affidavit by First Class Judicial Magistrate or at least Notarized).
- b. Photographs of Fire Fighting Equipments already installed.
- c. Power of Attorney (if applicable).
- d. Latest Fire Safety Certificate (Fire NOC) issued from Home (Fire and Emergency Services) Department.

(iii) Non-Residential Use (Height of Building up to 8 meter and covered area up to 100 Sq-Mt):

- a. Self-Certification (Affidavit by First Class Judicial Magistrate or at least Notarized).
- b. Photographs of Fire Fighting Equipments already installed.
- c. Power of Attorney (if applicable).
- d. Latest Fire Safety Certificate (Fire NOC) issued from Home (Fire and Emergency Services) Department.

(iv) **Non-Residential Use (Height of Building up to 15 meter OR covered area more than 100 Sq-Mt and up to 500 Sq-Mt):**

- a. Self-Certification (Affidavit by First Class Judicial Magistrate or at least Notarized).
- b. Photographs of Fire Fighting Equipments already installed.
- c. Power of Attorney (if applicable).
- d. Latest Fire Safety Certificate (Fire NOC) issued from Home (Fire and Emergency Services) Department.

(v) **Non-Residential Use (Height of Building more than 15 meter OR covered area more than 500 Sq-Mt):**

- a. Self-Certification (Affidavit by First Class Judicial Magistrate or at least Notarized).
- b. Photographs of Fire Fighting Equipments already installed.
- c. Power of Attorney (if applicable).
- d. Latest Fire Safety Certificate (Fire NOC) issued from Home (Fire and Emergency Services) Department.

6. Self –Certification:

In the process of issuing 'Fire Safety Recommendation (in a letter format)' or 'Fire Safety Certificate (Fire NOC)' or 'Renewal of Fire Safety Certificate' from the Home (Fire & Emergency Services) Department, the field verification may not be done for the following categories and service may be extended based on the "Self-Certification".

- (i) Buildings or Premises for Residential Use (Height of Building up to 15 meter OR covered area up to 1000 Sq-Mt).
- (ii) Buildings or Premises for Non-Residential Use (Height of Building up to 8 meter and covered area up to 100 Sq-Mt).

6.1 Any Self-Certificate, if found false or otherwise, will be treated as willful criminal negligence and shall be brought to justice under appropriate provision of prevailing law of the land.

7. Consequences for non-compliance:

The owners or occupiers, as the case may be, individually or jointly, who are liable to provide fire protection and life safety measures in building or part of building or premises, who, at any time, fail to comply shall be deemed to be in default. In case, where a fire safety certificate is issued earlier shall remain suspended for a period from the date of the notice for non-compliance and Fire Safety Certificate shall be cancelled after giving the owner or occupier an opportunity of hearing to show-cause by following due process of law.

8. Timeline:

The timeline required for complete process of issuance of Fire Safety Certificate(s) would be as per the provision of Tripura Guaranteed Services Act, 2020.

9. Validity of Fire Safety Certificate:

The validity of Fire Safety Certificate (Fire NOC) will be 5 (Five) years for Residential Buildings and 3 (three) years for Buildings or premises used for other than residential purpose, starting from the date of issue.

10. Application fee:-

- (1) One time application fee Rs. 3,000/- (Rupees three thousand) only.
- (2) Renewal fee Rs. 2,500/- (Rupees two thousand five hundred) only.

- 11.** This notification shall come into force from 2nd November, 2021 for West Tripura district covering Sadar, Mohanpur & Jirania Sub-divisions. No offline application would be received from any applicant under West Tripura District w.e.f from 2nd November, 2021. Except West Tripura District, i.e rest 7 (Seven) district existing system shall continue until further Order
- 12.** In all matters of online service and allied issues the decision of the Home (Fire & Emergency Services) Department, Government of Tripura would be final and binding.
- 13.** This is issued with the approval of State Election Commission, Agartala, Tripura as communicated vide U.O No. 21/SEC/TPA/2021 dated 28/10/2021.

By order of the Governor,


(A.K. Bhattacharya)

Additional Secretary to the
Government of Tripura

To

All Concerned.